

Applicant's Form Identifier:

Create your own code to identify THIS Form 471)

Form 471 Application #

(To be inserted by Fund Administrator)

1 Billed Entity

2 Funding Year: July 1,

through June 30,

3 Entity Number

4 a Street Address,  
P.O. BOX,  
or Route Number

City

State

Zip Code

b Telephone  
Number

Ext

c Fax  
Number

E-mail Address

d

5 Type of School (public ☒ non-public school)  
Application School District (LEA: public or non-public (e.g., diocesan) local district representing multiple schools)  
Library (library (i.e. outlet/branch, system))  
Consortium Check here if any members of this consortium are ineligible non-governmental entities.

6 a Contact  
Person's  
Name

First, fill in every item of the Contact Person's information below that is different from Item 4, above.  
Then check the box next to the preferred mode of contact. (At least one box MUST be checked.)

b Street Address,  
P.O. Box,  
or Route Number

City

State

Zip Code

c Telephone  
Number

e E-mail Address

f Holiday/vacation/summer  
contact information:

Entity Number _____	Applicant's Form Identifier _____
Contact Person _____	Phone Number _____

### Block 2: Minor Modification to \_\_\_\_\_ Contract?

**7** Check if this Form 471 represents a minor modification, such as a modification of services, to a Form 471 for which you already have a Receipt Acknowledgment Letter. Provide the data requested below, attach a Description of Services highlighting the modified service, and sign Block 6.

Form 471  
Application #:

Funding  
Request  
Number

Minor modification requests can be filed **MANUALLY** only. Please see [www.sl.universalservice.org](http://www.sl.universalservice.org) for full instructions.

### Block 3: Impact of Services Ordered in THIS Application

**8** Please provide your best estimate of the number of people who will be served by **all** of the services ordered in THIS Form 471. **Schools/school** districts complete **8a**. Libraries complete **8b**. Consortia complete **8a and/or 8b**.

**a** Number of students  
to be served

**b** Number of library  
patrons to be served

**9** The following questions seek summary outcome information based on the services ordered in this Form 471 application. Please complete only those rows that are relevant to THIS application.

<b>a</b>	_____	_____	_____
	service before and after your order?		
<b>b</b>	High-bandwidth voice/data/video service: How many buildings served before and after your order?		
<b>c</b>	High-bandwidth voice/data/video service: Highest speed to a building before and after your order?		
<b>d</b>	Dial-up Internet connections: How many before and after your order?		
<b>e</b>	Dial-up Internet connections: Highest speed before and after your order?		
<b>f</b>	Direct connections to the Internet: How many before and after your order?		
<b>g</b>	Direct connections to the Internet: Highest speed before and after your order?		
<b>h</b>	Internet access (for schools): How many rooms have Internet access before and after your order?		
<b>i</b>	Internet access (for libraries): How many buildings have Internet access before and after your order?		
<b>j</b>	Internet access: How many computers (or other devices) with Internet access before and after your order?		
<b>k</b>	Other technology outcomes: (please specify):		

### Block 4: Discount Calculation Worksheets (pages 3a, 3b, and 3c)

The following 3 pages (3a, 3b, and 3c) are Block 4 worksheets for use in calculating your discount for services. You will complete one or more depending on the type of application you are filing. Each worksheet has instructions.

- If you are filing as a school or a school district, use Worksheet A (page 3a).
- If you are filing as a library (i.e. outlet/branch, system), use Worksheet B (page 3b).
- If you are filing as a consortium, use Worksheet C (page 3c), and include as many Worksheets A and B as you need for back-up documentation.



Entity Number \_\_\_\_\_ Applicant's Form Identifier \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

## Block 4: Discount Calculation Worksheet A for Schools/School Districts

Worksheet #A- \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

(For Administrator's Use)

Instructions: If you are filing a School/School District application, use this worksheet to calculate the discount rate for site-specific services and/or to determine the weighted average discount calculations for shared services.

### 10a If you are:

- Applying for discounts ONLY for an individual school, or ONLY site-specific services: Complete columns 1-7 only for each school. Add and number pages as needed. Then use each school's Entity Number and its discount from Column 7 to complete Block 5 site-specific service to that school.
- Applying for discounts on services shared by ALL schools in the district (with or without site-specific services as well): Complete all columns 1-8 for all schools in the district. Then use the Weighted Average Discount in 10c (below) to complete Block 5 for shared services.
- Applying for discounts on different shared services shared by different groups of schools (with or without site-specific services as well): Complete one worksheet, columns 1-8 PLUS 10c, for EACH different group of schools sharing a service. Designate this worksheet A-1, A-2, A-3, etc.

### 10b List entities and calculate discount(s).

School District Name: \_\_\_\_\_

School District Entity Number: \_\_\_\_\_

1 Name of Eligible School	2 Entity Number	3 Urban or Rural U or R	4 Total # of Students	5 # of Students Eligible for NSLP	6 % Students Eligible for NSLP (Col. 5 ÷ Col. 4)	7 Discount % from Discount Matrix	8 Weighted Product for Calculating Shared Discount (Col. 4 x Col. 7)
Totals for calculating Weighted Average Discount							

10c Weighted Average Discount % for Shared Services (Col. 8 total divided by Col. 4 total. Round to nearest %)





Entity Number _____	Applicant's Form Identifier _____
Contact Person _____	Phone Number _____

## Block 4: Discount Calculation Worksheet C for Consortia

**Worksheet #C-** \_\_\_\_\_

**Page** \_\_\_\_\_ **of** \_\_\_\_\_

(For Administrator's Use)

Instructions: If you are filing a Consortium application, use this worksheet to calculate the consortium discount rate based on eligible members' discounts. Provide Worksheets A and/or B for back-up documentation.

**10a If you are:**

- Applying for discounts ONLY on site-specific services:  
Complete columns 1-3 only. Add and number pages as needed.
- Applying for discounts on services shared by ALL members (with or without site-specific services as well):  
Complete columns 1-3 PLUS 10c, below.
- Applying for discounts on different shared services shared by different groups of consortium members:  
Complete one worksheet, columns 1-3 PLUS 10c, for EACH different group of entities sharing a service. Designate this worksheet C-1, C-2, C-3, etc.

1	2	3
<b>ELIGIBLE MEMBER ENTITIES</b>	<b>ENTITY NUMBER</b>	<b>ENTITY DISCOUNT</b>
Name of each school, school district and/or library (i.e. outlet/branch, system) in consortium	For each entity listed in Column 1	School: Discount from Worksheet A, Column 7 School District: Weighted Average Discount from Worksheet A, Item 10c Library (outlet/branch): Discount from Worksheet B, Column 4 Library System: Discount from Worksheet B, Item 10c
<b>Totals for calculating Shared Discount</b>		
<b>10c Shared Discount %</b> (Col. 3 total divided by # of entities in Col. 1. Round to nearest %) <div style="text-align: right; margin-top: 10px;"> </div>		

Entity Number _____ Applicant's Form Identifier _____	
Contact Person _____ Phone Number _____	

### Block 5: Discount Funding Request(s)

Instructions: Use one Block 5 page for EACH service (Funding Request Number) for which you are requesting discounts. Make as many copies of this page as necessary and number the completed pages to assure that they are all processed correctly.

Block 5, page \_\_\_\_\_ of \_\_\_\_\_

FRN # \_\_\_\_\_  
(to be assigned by administrator)

<p><b>1 Category of Service (only ONE category should be checked)</b></p> <div style="display: flex; justify-content: space-around;"> <span>Telecommunications Service</span> <span>Internet Access</span> <span>Internal Connections</span> </div> <p><b>2 Form 470 Application Number (15 digits)</b></p> <p>_____</p> <p><b>3 SPIN -Service Provider Identification Number (9 digits)</b></p> <p>_____</p> <p><b>4 Service Provider Name</b></p> <p>_____</p> <p><b>5 Contract Number</b> (if available; use "T" if tariffed services, "MTM" if month-to-month services as described in Instructions)</p> <p>_____</p> <p><b>17 Allowable Vendor Selection/Contract Date (mm/dd/yyyy)</b> <small>(based on Form 470 filing)</small></p> <p>_____</p> <p><b>3 Contract Award Date (mm/dd/yyyy)</b></p> <p>_____</p> <p><b>9a Service Start Date (mm/dd/yyyy)</b></p> <p>_____</p> <p><b>9b Service End Date (mm/dd/yyyy)</b> <small>(use only for "T" or "MTM" services)</small></p> <p>_____</p> <p><b>Contract Expiration Date (mm/dd/yyyy)</b></p> <p>_____</p>	<p><b>23 Calculations</b></p> <p><b>A.</b> Monthly \$ charges (total amount per month for service)</p> <p>_____</p> <p><b>B.</b> How much of the \$ amount in (A) is ineligible?</p> <p>_____</p> <p><b>C.</b> Eligible monthly pre-discount amount (A minus B)</p> <p>_____</p> <p><b>D.</b> # of months service provided in program year</p> <p>_____</p> <p><b>E.</b> Annual pre-discount \$ amount for eligible recurring charge! (C x D)</p> <p>_____</p> <p><b>F.</b> Annual non-recurring (one-time) \$ charges</p> <p>_____</p> <p><b>G.</b> How much of the \$ amount in (F) is ineligible?</p> <p>_____</p> <p><b>H.</b> Annual eligible pre-discount \$ amount for one-time charges (F minus G)</p> <p>_____</p> <p><b>I.</b> Total program year pre-discount \$ amount (E + H)</p> <p>_____</p> <p><b>J.</b> % discount (from Block 4 Worksheet)</p> <p>_____</p> <p><b>K.</b> Funding Commitment \$ Request (I x J)</p> <p>_____</p>
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**1 Description of This Service:**  
You MUST attach a description of the service, including a breakdown of components and costs, plus any relevant brand names. Label this description with an Attachment #, and note number in space provided. →

\_\_\_\_\_

**2 Entity/Entities Receiving This Service:**

a. If the service is site-specific (provided to one site and not shared by others), list the Entity Number of the entity from Block 4 receiving this service:

\_\_\_\_\_

b. If the service is shared by all entities on a Block 4 worksheet, list the worksheet number (e.g., A-1):

\_\_\_\_\_

**Attachment #**

\_\_\_\_\_

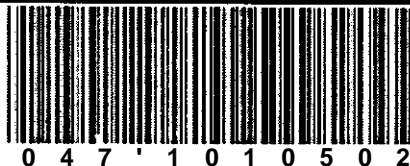


Do not write in this area

Entity Number \_\_\_\_\_ Applicant's Form Identifier \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

## Block 6: Certifications and Signature

34 Signature of authorized person	35 Date
36 Printed name of authorized person	
37 Title or position of authorized person	
38 Telephone number of authorized person Extension	
<p>Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.</p> <p>The Americans with Disabilities Act, the Individuals with Disabilities Education Act and the Rehabilitation Act may impose obligations on entities to make the services purchased with these discounts accessible to and usable by people with disabilities.</p>	



0 4 7 1 0 1 0 5 0 2

Entity Number _____	Applicant's Form identifier _____
Contact Person _____	Phone Number _____

NOTICE Section 54.504 of the Federal Communications Commission's rules requires all schools and libraries ordering services that are eligible for and seeking Universal service discounts to file this Description of Services Requested and Certification Form (FCC Form 470) with the Universal Service Administrator. 47 C.F.R. § 54.504. The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended. 47 U.S.C. § 254. The data in the report will be used to ensure that schools and libraries comply with the competitive bidding requirement contained in 47 C.F.R. § 54.504. All Schools and libraries planning to order services eligible for universal service discounts must file this form themselves or as part of a consortium.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

The FCC is authorized under the Communications Act of 1934, as amended, to collect the information we request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or a potential violation of a FCC statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government is a party of a proceeding before the body or has an interest in the proceeding. In addition, consistent with the Communications Act of 1934, FCC regulations and orders, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law, information provided in or submitted with this form or in response to subsequent inquiries may be disclosed to the public.

If you owe a past due debt to the federal government, the information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund or other payments to collect that debt. The FCC may also provide the information to these agencies through the matching of computer records when authorized.

If you do not provide the information we request on the form, the FCC may delay processing of your application or may return your application without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, et seq.

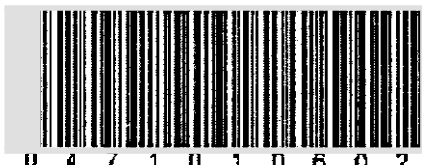
Public reporting burden for this collection of information is estimated to average 46 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden to the Federal Communications Commission, Performance Evaluation and Records Management, Washington, DC 20554

Please submit this form to:

**SLD-Form 471  
P.O. Box 7026  
Lawrence, Kansas 66044-7026**

For express delivery services or U.S. Postal Service, Return Receipt Requested, mail this form to:

**SLD-Form 471  
c/o Ms. Smith  
3833 Greenway Drive  
Lawrence, Kansas 66046  
(888) 203-8100**





Schools and Libraries Universal Service  
Services Ordered and Certification Form

Estimated Average Burden Hours Per Response: 4 hours

Instructions for Completing the  
Schools and Libraries Universal Service  
Services Ordered and Certification Form (FCC Form **471**)

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## KEY INFORMATION

- File your Form 471 online. This speeds the processing of your form and reduces errors.
- See if you qualify for E-certification. (See the “Special Block **6** Instructions for Applications Filed Online.”) If you do, obtain a User ID and a PIN and certify your Form 471 online **as** well.
- File requests for Priority 1 and Priority **2** services on separate Forms 471. (See “When, Where, and How Many Forms **471** to File.”)
- If you are filing on paper, review the “MINIMUM PROCESSING STANDARDS AND FILING REQUIREMENTS” for Manual Filers.
- Note the new methodology for libraries to calculate their discount percentages. (See the instructions for Block 4, Worksheet B.)
- Note the detailed information provided in the specific instructions for Item 25.
- Remember that the Form 471 application filing window for Funding Year 2003 closes at 11:59 PM EST on January 16, 2003. See the “Filing Requirements for Forms **471** Submitted on Paper and Online.”

## NOTICE

Section 54.504 of the Federal Communications Commission's (FCC) rules requires all schools and libraries ordering services that are eligible for universal service discounts to file this Services Ordered and Certification Form (FCC Form 471) with the Universal Service Administrator, which is the Schools and Libraries Division (SLD) of the Universal Service Administrative Company (USAC). 47 C.F.R. § 54.504. For purposes of this form, the Universal Service Administrator will be referred to as the "SLD" or "Fund Administrator." The collection of information stems from the Commission's authority under Section 254 of the Communications Act of 1934, as amended, 47 U.S.C. § 254. The data collected in Form 471 will be used to ensure that schools and libraries are receiving the appropriate discounts, complying with the eligibility requirements in 47 C.F.R. § 54.501, and taking steps required by 47 C.F.R. § 54.504 that are necessary to use the discounted services effectively. All schools and libraries ordering services eligible for universal service discounts must file this form, individually or as part of a consortium.

The FCC is authorized under the Communications Act of 1934, **as** amended, to collect the information **we** request in this form. We will use the information you provide to determine whether approving this application is in the public interest. If we believe there may be a violation or potential violation of any statute, regulation, rule or order, your application may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation, or order. In certain cases, the information in your application may be disclosed to the Department of Justice or a court or adjudicative body when (a) the FCC; or (b) any employee of the FCC; or (c) the United States Government, is a party of a proceeding before the body or has an interest in the proceeding.

If you owe **a** past due debt to the Federal government, the taxpayer identification number and other information you provide may also be disclosed to the Department of the Treasury Financial Management Service, other Federal agencies and/or your employer to offset your salary, IRS tax refund, or other payments to collect that debt. The FCC may also provide this information to these agencies through the matching of computer records when authorized. In addition, consistent with the Communications Act of 1934, FCC regulations and orders, the Freedom of Information Act, 5 U.S.C. § 552, or other applicable law, information provided in or submitted with this form or in response to subsequent inquiries may be disclosed to the public.

If you do not provide the information requested on this form, the processing of your application may be delayed or your application may be returned to you without action.

The foregoing Notice is required by the Paperwork Reduction Act of 1995, Pub. L. No. 104-13, 44 U.S.C. § 3501, *et seq.* An agency may not conduct or sponsor, and a person is not required to respond to, **a** collection of information unless it displays a currently valid OMB control number.

Public reporting burden for this collection of information is estimated to average four hours per response, including the time for reviewing instructions, searching existing data sources, gathering

and maintaining the data needed, completing, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the reporting burden, to the Federal Communications Commission, Performance Evaluation and Records Management Branch, Washington, D.C. 20554.

## **I. INTRODUCTION**

On May 7, 1997, the FCC adopted rules providing discounts on **all** telecommunications services, Internet access, and internal connections for all eligible schools and libraries. Section 54.504 of the FCC's rules require all eligible schools and libraries ordering services under this discount mechanism to certify their eligibility to receive discounts. 47 C.F.R. § 54.504. Section 54.504 of the FCC's rules directs schools and libraries to submit this information on a Services Ordered and Certification Form. 47 C.F.R. § 54.504.

## **II. FILING REQUIREMENTS AND GENERAL INSTRUCTIONS**

### **A. Who Must File**

Form 471 must be filed to request discounts on eligible services for eligible schools, libraries, and consortia of those entities. Form 471 must **be** filed **AFTER** an FCC Form 470, which must be posted on the SLD web site for at least **28** days before the Form 471 is filed. This 28-day waiting period must occur before you may execute any contracts for contracted services; before you select your service provider for tariffed or month-to-month services; and before you sign and submit your Form 471. It is possible that a Form 470 posted in a prior funding year may be used where such a form resulted in a multi-year contract. (See Form 470 Instructions.)

**EACH BILLED ENTITY MUST FILE A FORM 471 APPLICATION.** Thus, even if several billed entities together filed a single Form 470, each billed entity must file a separate Form 471.

**IMPORTANT NOTE:** An entity is considered a "billed entity" if it is responsible for making payments directly to a service provider. An entity that receives a bill, but does not make payments to the service provider on that bill, is not a billed entity. **A billed entity may or may not itself qualify for discounts under the universal service support mechanism for schools and libraries.**

For purposes of the schools and libraries universal service support mechanism, schools must meet the statutory definition of elementary and secondary schools found in the **No Child Left Behind Act of 2001, 20 U.S.C. § 7801(18) and (38)**. An elementary school is a non-profit institutional day or residential school, including a public elementary charter school, that provides elementary education, as determined under state law. 47 C.F.R. § 54.500(b) and 20 U.S.C. §

7801(18). A secondary school is a non-profit institutional day or residential school, including a public secondary charter school, that provides secondary education, as determined under state law, except that such term does not include any education beyond grade 12. 47 C.F.R. § 54.500(j) and 20 U.S.C. § 7801(38). In addition, eligible elementary and secondary schools may not have endowments exceeding \$50 million. 47 C.F.R. § 54.501(b)(3).

Libraries must meet the statutory definition of library or library consortium found in the Library Services and Technology Act, Pub. L. No. 104-208, sec. 211 *et seq.*, 110 Stat. 3009 (1996) (LSTA), and must be eligible for assistance from a state library administrative agency under that Act. A library includes: “(1) a public library; (2) a public elementary school or secondary school library; (3) an academic library; (4) a research library, which for the purposes of this definition means a library that: (i) makes publicly available library services and materials suitable for scholarly research and not otherwise available to the public; and (ii) is not an integral part of an institution of higher education; and (5) a private library, but only if the state in which such private library is located determines that the library should be considered a library for purposes of this definition.” 47 C.F.R. § 54.500(c). A library’s eligibility for universal service funding also depends on its funding as an independent entity. **Only libraries whose budgets are completely separate from any schools’ (including, but not limited to, elementary and secondary schools, colleges, and universities) shall be eligible to receive discounted services under the universal service support mechanism.** 47 C.F.R. § 54.501(c)(2). For example, an elementary school library would only be eligible to receive discounted services if its budget were completely separate from the elementary school. If its budget were not completely separate from the elementary school, the elementary school library would not be eligible for support independent from the school with which it is associated.

A library consortium is “any local, statewide, regional, or interstate cooperative association of libraries that provides for the systematic and effective coordination of the resources of schools, public, academic, and special libraries and information centers, for improving services to the clientele of such libraries.” 47 C.F.R. § 54.500(d).

## **B. When, Where, and How Many Forms 471 to File**

Form 471 must be preceded by the filing and posting of a Form 470 **for at least 28 days**.

For newly contracted, tariffed, or month-to-month services, please note that the EARLIEST date on which you may choose vendors or execute contracts or service agreements for those services (the Allowable Vendor Selection/Contract Date) will be expressly identified in a letter sent to each current-year Form 470 applicant to acknowledge the Fund Administrator’s receipt of the Form 470 application. The Allowable Vendor Selection/Contract Date will also be indicated on the Form 470 posted on the SLD web site.

The earliest date that a Form 471 can be filed will be the date established by the Fund Administrator as the opening of the Form 471 application filing “window.” The Form 471 application filing window is the period during which applications will be considered as having

arrived simultaneously. All Forms **471**, including certifications, received or postmarked by the close of the application filing window are considered **as if** they had arrived on the same day. and have priority over those postmarked after the closing date of the “window.” For Funding Year 2003, the application filing window will open at noon EST on Monday, November **4, 2002** and close at 11:59 p.m. EST on January 16, 2003.

The Form **471** may be filed either manually (on paper) or electronically (online). No Forms **471** will be accepted if sent to the SLD via e-mail or fax.

- ***If You Are Filing on Paper:*** You may complete and submit the Form **471** by filing a paper copy of the completed form, including the completed and signed Block 6 Certifications and any attachment(s), with the Fund Administrator. The signed Form **471** must be filed with the Fund Administrator **at the address listed at the bottom of the form: SLD-Form 471, P.O. Box 7026, Lawrence, Kansas 66044-7026.** For express delivery or U.S. Postal Service Return Receipt, send to: **SLD-Form 471, c/o Ms. Smith, 3833 Greenway Drive, Lawrence, Kansas 66046,** phone 1-888-203-8100. **DO NOT FILE THIS OR ANY OTHER UNIVERSAL SERVICE FORM WITH THE FEDERAL COMMUNICATIONS COMMISSION.**
- ***If You Are Filing Online:*** You may complete and submit the Form **471** by filing the Form online at the SLD web site [www.sl.universalservice.org](http://www.sl.universalservice.org). If filing your Form **471** online, you must also complete and submit to the SLD the following documents in order to successfully complete the submission of your Form **471** application:
  - the Item **21** description(s) of services, and
  - the Block 6 Certification with the signature of the authorized person (whether online or on paper)
    - You may qualify to submit your Form **471** certifications online. When you submit your certifications online, you will receive a confirmation so that **you** can be assured that your submission has met any filing deadlines. Check the SLD web site for information about obtaining a User ID and a PIN.

You may file more than one Form **471**. For example, you may file one Form **471** for Internal Connections, one for Internet Access, and one for Telecommunications Services. As the billed entity for services requested on one or more Forms **470**, you may combine services requested on multiple Forms **470** into one Form **471**, or you may file a corresponding Form **471** for each Form **470** filed. Please refer to the detailed instructions for more information about these procedures.

**NOTE: Applicants who are applying for both Priority 1 (Telecommunications Services or Internet Access) and Priority 2 (Internal Connections) services are strongly encouraged to file these requests on separate Forms 471 — that is, to file one or more Forms 471 for their Priority 1 requests and one or more Forms 471 for their Priority 2 requests. This separation will allow the SLD to process Priority 1 requests and communicate decisions on funding commitments for those requests more quickly. Because there is often uncertainty**

**about the funding threshold for Internal Connections, applicants who combine funding requests for Priority 1 and Priority 2 services on a single Form 471 risk delaying the notification process for Priority 1 funding decisions.**

### **C. Assistance in Completing This Form**

There are several sources of assistance to guide you in completing this form. If you complete this Form online at the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org), you will be assisted in the process by special step-by-step online instructions. Whether you file online or on paper, you are urged to consult the Reference Area of the SLD web site, [www.sl.universalservice.org](http://www.sl.universalservice.org), for guidance in completing this form. Those without web access may obtain similar guidance material by calling the SLD Client Service Bureau via toll-free telephone at **1-888-203-8100**. Further information is also available from the SLD Client Service Bureau at **1-888-203-8100**, via e-mail at **question@universalservice.org**, or via fax at **1-888-276-8736**.

### **D. Compliance**

Schools and libraries, or consortia acting on behalf of schools and libraries, failing to file the Services Ordered and Certification Form (Form 471) will not be eligible to receive universal service discounts. Schools and libraries filing false information are subject to fines under Section 502 of the Communications Act, 47 U.S.C. § 502, forfeiture penalties under Section 503(b) of the Communications Act, 47 U.S.C. § 503(b), or penalties for false statements under Title 18 of the United States Code, 18 U.S.C. § 1001. Applicants should retain the worksheets and other records they use to compile these forms for five years. This includes all documentation showing that you have complied with all applicable competitive bidding requirements, including copies of competing bids and documentation of the bid evaluation process and bid criteria used. Thus, if applicants represent multiple billed entities, collect data from those entities, and add up that data, they should retain those data sheets for five years. If an applicant is audited, it should be prepared to make the worksheets and other records used to compile these forms available to the auditor and/or the Administrator, and it should be able to demonstrate to the auditor and/or the Administrator how the entries in its application were provided.

## **111. MINIMUM PROCESSING STANDARDS AND FILING REQUIREMENTS**

### **Form 471 Minimum Processing Standards**

When a Form 471 is submitted on paper and received by the SLD, the form is first reviewed to *make* sure it complies with the following requirements before data entry begins. These minimum processing requirements are necessary in order to ensure the timely and efficient processing of properly completed applications. If a Form 471 fails to meet these requirements, the Form 471 will be rejected. The SLD may be prevented from returning the rejected Form 471 to the sender if the form lacks essential identifying information. If an applicant receives a returned Form 471, it is important that it resubmit the corrected form quickly. Once the corrected form is

successfully processed, the postmark date of that corrected form will be the postmark date for the purpose of the application filing window deadline.

## **Manual Filers**

### **1. Correct Form:** Each Form 471 must be:

- a. the correct, OMB-approved FCC Form 471, with a date of October 2002 or October 2000 in the lower right-hand corner;
- b. submitted by regular mail, express delivery, or **U.S.** Postal Service Return Receipt Requested, or hand delivery. Forms may not be submitted by fax or e-mail. You are advised to keep proof of the date of mailing.

**2. Billed Entity Information:** In Block 1, each of the following items must be properly completed. The “Billed Entity” is the entity actually paying the bills for the services listed on the Form 471.

- a. Item 1 or Item 3 – Either the Name of the Billed Entity or the Entity Number;
- b. Item 2 – Funding Year;
- C Item 6a – Contact Person Name

If any of these items is blank, and the information cannot be obtained from the page headers, the Form 471 will be rejected.

**3. Complete Submission of Form 471:** All 6 blocks of the Form 471 must be submitted. If any Block (1-6) of the paper form is missing, the form will be rejected. Please note that Block 2, which indicates that this Form 471 is being filed to make a minor modification to a previously filed Form 471, will usually be left blank.

**4. Block 4 Worksheet:** At least one completed Block 4 Worksheet relevant to your application type (see Block 1, Item 5) must be submitted. If a relevant Block 4 Worksheet is not submitted, or the Worksheet is missing information, the form will be rejected.

- If the application type is school or school district, a completed Block 4 Worksheet A must be submitted.
- If the application type is library, a completed Block 4 Worksheet B must be submitted.
- If the application type is consortium, a completed Block 4 Worksheet C must be submitted.

**5. Complete Submission of Each Block 5 Funding Request:** Each Block 5 Funding Request must meet the following requirements in order to be data entered as part of the Form 471. If any of the requirements is missing, the Funding Request will be automatically deleted from the form. If all of the Block 5 Funding Requests fail to meet these requirements, the form will be rejected.

Each Block 5 Funding Request must, at a minimum, include:

- a. Item 11 – Category of Service;
- b. Item 13 or Item 14 – Either the Service Provider Identification Number or the Service Provider Name;
- c. Item 23 – At least one entry with a positive dollar value in Column E, H, I, or K must be completed. Please note that you may not increase your request after filing your Form 471, unless you submit a new Form 471. Therefore, you should take care to complete **ALL** applicable columns of Item 23.

In addition to the requirements listed above for Block 5, if certain components reflect a violation of program rules, they will invalidate the Funding Request featured for that service item. Discounts on services reflected in such Funding Requests will not even be entered into the SLD system; such a Funding Request will be automatically rejected, even while other Block 5 Funding Requests may be honored.

- 6. Valid Certification:** Block 6, Item 34 – Signature of authorized person must be completed. If Item 34 is left blank, the Form 471 will be rejected.

#### **Online Filers:**

When Blocks 1-5 of a Form 471 are submitted online, the applicant must **also** (1) submit the completed Block 6 certification online with a User ID and a PIN or (2) submit the completed and signed paper Block 6 certification by mail, express delivery or U.S. Postal Service Return Receipt Requested. Online submission of Blocks 1-5 is complete after you click on the “SUBMIT” button. If the Block 6 certification is submitted on paper, you are advised to keep proof of the date of mailing. The Block 6 certification is reviewed to make sure it complies with the requirement in #6 above. Reviewers also look for the Form 471 Application Number before the Certification and Signature Page is accepted and the Form 471 reaches “certified” status. If the paper Block 6 certification document lacks the information necessary to match it with the Blocks 1-5 of the form you filed online, then your application will not meet the application window filing requirements.

#### **Filing Requirements for Forms 471 Submitted on Paper and Online:**

**1. Application Materials:** The following materials associated with Funding Year 2003 Form 471 must be received by 11:59 p.m. EST on January 16, 2003 or postmarked on or before January 16, 2003 in order for the request to receive consideration as inside the window. These materials are:

- The Form 471 itself (whether online or on paper)
- The Block 6 certification of the Form 471 with the signature of the authorized person (whether online or on paper)



- The Block 5 certification of any Form 470 cited in a Funding Year 2003 Form 471 with the signature of the authorized person (whether online or on paper). Forms 470 with completed certifications submitted in a previous year meet this requirement. Any Funding Year 2003 Form 471 Block 5 funding request based on a Form 470 whose certification has not been received by 11:59 p.m. EST on January 16, 2003 or postmarked on or before January 16, 2003 will be rejected.

**2. Item 21 Attachment Labeling:** Label your attachment as “Item 21 Attachment,” and include the application number of the Form 471 it supports, or use the Applicant Form Identifier if you file on paper. Be sure to label the attachment to correspond with each Block 5, Item 21 of your application.

**January 16, 2003 Deadline:** Failure to make the January 16, 2003 deadline for Form 471 application materials will place the entire application outside the window, and the applicant’s funding will be jeopardized.

#### **IV. SPECIFIC INSTRUCTIONS**

You are encouraged to complete and submit this form online. It will be available on the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org) when the Form 471 application filing window opens along with instructions for filing online using the web site. Alternatively, for paper submissions, you may download a paper version of the form from the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org). If you file paper copies of the application, please type or clearly print in the spaces provided and attach additional pages if necessary and when required.

##### **A. Top of Form**

The data at the top of Form 471 will help both you and the SLD identify each particular Form 471 you file.

**“Do Not Write In This Area”** - The SLD uses this space to apply a bar code to your form upon receipt, so that we can properly track and archive your form.

**Applicant’s Form Identifier** (11 characters maximum) - If you are filing more than one Form 471, please use this space to assign a unique number or letter of your own devising to facilitate communication with us about THIS particular Form 471. This Applicant’s Form Identifier can be very simple; for example, if you are filing three Forms 471, you might label them “A,” “B,” and “C.” The Applicant’s Form Identifier can also be descriptive, such as “Internet.” Choose identifiers that suit your **own** record keeping needs.

**Form 471 Application Number** - The SLD will assign and insert your Form 471 Application Number. Leave this item blank.

**Top of each page after page 1:** If you are filing this application on paper, please provide the Entity Number (from Item 3. below), your Applicant's Form Identifier, and name and phone number of the contact person (from Item 6, below) at the top of each page of the application in the space provided. This will help alleviate problems caused if the pages of an application become separated.

**B. Block 1: Billed Entity Information**

Block 1 of Form 471 asks you for your address and basic identifications. "You" refers throughout this form to the billed entity – the party actually paying bills for the eligible schools and libraries listed in this application form.

**Item 1** (30 characters maximum) - Provide the name of the billed entity. **As** the billed entity, you may be an individual school, a school district that is the billed entity for its schools, a library (outlet/branch, system), or a consortium of those entities. You may also be a city, a state, or an entity created solely to participate in this universal service discount mechanism, but only if you are the billed entity, in that you actually pay the bills for the service to the service provider. **The billed entity itself may or may not be eligible for discounts.**

**Item 2** - Funding years begin on July 1 and end on June 30 each year. For example, Funding Year 2003 runs from July 1, 2003 to June 30, 2004. Provide the funding year for which you are applying for funds by filling in the appropriate year in the blanks provided (e.g., July 1, 2003 through June 30, 2004).

**Item 3** - Your Entity Number is a unique number assigned to your organization or institution by the SLD as a means of identifying you every time you file an application or otherwise communicate with us. If you have applied for universal service funds in previous years, or have been identified in an application filed on your behalf, you have already been assigned an Entity Number. If you do not have a record of your Entity Number, or if you have never been assigned such a number, please call the SLD Client Service Bureau at 1-888-203-8100.

**Items 4a-4d** - Provide your full mailing address, whether a street address, Post Office Box number, or route number. You are strongly encouraged to provide a street address rather than a Post Office Box if possible, as the Fund Administrator may need to contact you via overnight or express delivery. In addition, please provide your telephone number with area code and extension, fax number, and e-mail address if you have one (33 characters maximum).

**Item 5** - Check the one box that best describes the type of application you are filing. If you are filing as a school, you should check the first box. If you are filing **as** a school district, you should check the second box. If you are filing **as** a library (outlet/branch, system), you should check the third box. If you are filing as a consortium, you should check the fourth box. (You may be a consortium of schools, libraries, or some combination of the above which may or may not include ineligible entities. If you are filing as a library consortium, you should check the fourth box.)

In addition, if you are a consortium that includes non-governmental entities ineligible for universal service support, please check the box provided to indicate this. Non-profit 501(c)(3) organizations are NOT governmental entities. (Note: Consortium members eligible for universal service support such as “rural health care providers” should be treated as “governmental entities” for the purpose of these categories.) If your consortium includes ineligible non-governmental entities, you should note that you cannot negotiate pre-discount prices below ~~tariff~~ rates for interstate services from incumbent local telephone companies.

**Item 6a (30 characters maximum)** - Provide the name of the person who should be contacted with questions about this application. This person should be able to answer questions regarding the information included on **this** form and the services you request.

**Items 6b-6f** - If the contact person’s address, phone number, fax number, or e-mail address is different from those specified for the applicant in Item 4, please provide that information here. You MUST then check your preferred mode of contact. Wherever possible, the SLD will use this mode to contact you. In addition, in Item 6f, you may choose to provide **an** alternate telephone number, address, contact name, or special operating hours that we may use to reach you during holiday/vacation/summer periods (50 characters maximum).

#### **C. Block 2: Minor Modification to Existing Contract or Service Agreement**

**Item 7** - Before completing this item, please check for guidelines at the **SLD** web site at [www.sl.universalservice.org](http://www.sl.universalservice.org) or by calling the SLD Client Service Bureau at 1-888-203-8100. The occasions for required use of this item will be identified each funding year. This item may be filed **ONLY** on paper. No online filings will be accepted for this item. **In general, you will leave this item blank.**

#### **D. Block 3: Impact of Services Ordered in This Application**

Block 3 asks for data to help the Fund Administrator document the potential impact of the universal service program for schools and libraries across the country, and compare that impact from year to year. Block 3 requests data pertinent to **THIS** application only. If you file multiple applications, you may provide different data in this section in each application. You need complete only those items that are relevant to your application. Please use precise data wherever possible, and your best estimates wherever necessary.

**Items 8a-8b** - Quantify the number of people affected by the services ordered in this application. Schools/school districts should complete Item 8a, libraries should complete Item 8b, and consortia should complete either or both as appropriate.

**Item 8a** - If your application includes eligible K-12 schools, provide the total number of students that will potentially be affected by the services ordered in this application.

**Item 8b** - If your application includes eligible libraries, provide the approximate number of patrons potentially affected by the services ordered in this application, **as** defined by the number of cardholders you serve or other estimates of regular library users.

**Items 9a-9k** - These questions ask you to quantify the expected outcomes of the services you are ordering with this application. The questions focus on typical benchmarks of technology development for schools and libraries, and request data about these benchmarks before and after your order as reflected in this Form **471**. Some are more relevant to certain types of applicants than others. **Please answer ALL the questions that are relevant to your situation and THIS application.** If the quantity or capacity of a service you order remains the same before and after your order, please complete that question by entering the same data in both columns.

**Item 9a** - If you *are* ordering telephone service to reach classrooms, please indicate how many classrooms had telephone service before and after your order.

**Items 9b and 9c** - If your order includes high-bandwidth voice/data/video service provided by a telecommunications provider, please indicate in Item 9b how many buildings had such service before your order and how many will have such service after your order. In Item 9c, indicate the highest speed of such service to a building before and after your order. If this service also provides your buildings with Internet access, please be sure to quantify that access by completing Item 9h and/or Item 9i.

**Items 9d and 9e** - If your order includes dial-up Internet access, please identify in Item 9d the number of dial-up connections before and after your order. In Item 9e, indicate the highest speed of such connections before and after your order. If you complete this item, please also complete Item 9h-9j as appropriate.

**Items 9f and 9g** - If your order includes direct access to the Internet via lines identified in this application for Internet access only, please indicate in Item 9f **the** number of such connections before and after your order. In Item 9g, indicate the highest speed of such connections before and after your order. If you complete this item, please also complete Items 9h-9j as appropriate.

**Item 9h** - If your application includes schools and provides for Internet access either directly or indirectly, please provide your best estimate of the number of rooms with Internet access before and after your order. Please also complete Item 9j.

**Item 9i** - If your application includes libraries and provides for Internet access either directly or indirectly, please provide your best estimate of the number of buildings (including bookmobiles) with Internet access before and after your order. Please also complete Item 9j.

**Item 9j** - Provide your best estimate of the number of computers or other devices (such **as** television sets, hand-held units, network terminals, and other non-PC Internet appliances) that had Internet access before your order, and how many will have Internet access after your order. These devices may access the Internet directly or via **a** local area network. If you complete this

item, be sure to also reflect the quality and capacity of that access by completing Items 9b and 9c, and/or Items 9d and 9e, and/or Items 9f and 9g.

**Item 9k** - Use this item to describe any other relevant outcome of your order not captured in the items above. We are particularly interested in new and emerging technology solutions made possible by eligible services ordered in this application.

#### **E. Block 4: Discount Calculation Worksheets**

This block consists of three separate worksheets designed to meet the needs of those filing as:

- Schools/school districts – Worksheet A (see step-by-step instructions).
- Libraries (outletbranch, system) – Worksheet B (see step-by-step instructions)
- Consortia – Worksheet C (see step-by-step instructions).

Each worksheet includes its own instructions and its own step-by-step discount calculation chart. NOTE: If you are filing **as** a consortium, you may also need to include one or more Worksheets A and/or one or more Worksheets B (see step-by-step instructions for Worksheet C).

#### **Instructions for Each Worksheet**

##### **Worksheet A: Discount Calculation for those entities filing as Schools/School Districts**

If you checked the first or second box in Block 1, Item 5, you should use this worksheet.

**Item 10a** - If you are filing this application as:

- a school, you need only complete one line of Item 10b, Columns 1-7. All of the services for which you are applying will be subject to the same site-specific discount you calculate here.
- a school district serving more than one school, and you are requesting services that will go **ONLY** to individual schools and will not be shared, complete Columns 1-7 of Item 10b for each school.
- a school district, and **ALL** of the schools in your district will share one or more services (whether or not those schools will also receive site-specific services), complete Columns 1-8 for each of your schools **PLUS** Item 10c.
- a school district and if some services you are requesting will be shared by some schools and not others (whether or not those schools will also receive site-specific services), complete a separate worksheet, Columns 1-8 **PLUS** Item 10c, for each different group of schools sharing a service. You will then label the worksheets **A-1, A-2, A-3**, etc.

**Item 10b** - Use this worksheet as instructed in Item 10a to calculate the appropriate discount(s).

**Item 10b, Column 1:** For each school included in your application, list the school by name on a separate row. For a new school under construction, label this item “New School Construction”

followed by the name of the school, in parentheses, if it is known at the time the Form **471** is submitted. If your district office or other administrative building(s) in your district is eligible for services, label this item “Administrative Entity” followed by the name, in parentheses, of the district office or other administrative building.

**Item 10b, Column 2:** List each school’s Entity Number. If you do not know the Entity Number for a particular school or administrative building, call the Client Service Bureau at 1-888-203-8100.

**Item 10b, Column 3:** Indicate whether each school is located in an urban or a rural area. You should base your assessment on the table posted in the “Rural/Urban Classification” information on the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org). Instructions accompanying the table will help you determine whether the school is located in an urban or a **rural** area for purposes of the universal service support mechanism.

### ***Calculating Each School’s Site-Specific Discount (Columns 4-7)***

**Item 10b, Column 4:** List the total number of K-12 students in each school. For “New School Construction” or for an “Administrative Entity,” enter “0” in this item.

**Item 10b, Column 5:** Provide the number of students eligible for the National School Lunch Program (NSLP) as of the October 1st prior to the filing of this form, or use the most current figure available. For “New School Construction” or **for** an “Administrative Entity,” enter “0” in this item. You may choose to use an actual count of students eligible for the National School Lunch Program or use federally approved alternative mechanisms to determine the level of poverty for purposes of the universal service discount program. Schools using a federally approved alternative mechanism may use participation in other income-assistance programs, such as Medicaid, food stamps, Supplementary Security Income (SSI), federal public housing assistance (Section 8), or Low Income Home Energy Assistance Program (LIHEAP) to determine the number of students that would be eligible for the NSLP. See 34 C.F.R. § 200.28(a)(2)(i)(B). For more information, please refer to the “Alternative Discount Mechanisms Fact Sheet” posted on the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org).

**Item 10b, Column 6:** For each school, divide Column 5 by Column 4 to arrive at the percentage of students eligible for the National School Lunch Program. Discount calculations may be rounded up only when fully half a discount point is reached. For example, an urban school with a discount eligibility of 34.499% will round down to 34%, and an urban school with a discount eligibility of 34.500% will round up to 35%. For eligibility discounts of less than 1%, however, there is no rounding. For “New School Construction” or for an “Administrative Entity,” leave this item blank.

**Item 10b, Column 7:** Using the percentage in Column 6 and the Discount Matrix (see below), you should determine the percentage discount to which the school is entitled. If you file online, the system will calculate this figure for you. If you have any questions about determining this

figure, you can call the SLD Client Service Bureau for assistance at **1-888-203-8100**. For “New School Construction” or for an “Administrative Entity” **ONLY**, enter the Weighted Average Discount for the School District. (A preparatory Worksheet **A** must be submitted documenting the Weighted Average Discount for the School District or, if a Worksheet A already includes all schools in the School District, label that worksheet “All Schools in the School District.”)

<b>INCOME</b> <b>Measured by % of students eligible for</b> <b>the National School Lunch Program</b>	<b>URBAN LOCATION</b>	<b>RURAL LOCATION</b>
	<b>Discount</b>	<b>Discount</b>
If the percentage of students in <b>your</b> school that qualifies for the National School Lunch Program is...	...and <b>you</b> are in an <b>URBAN</b> area, your discount <b>will</b> be...	...and <b>you</b> are in a <b>RURAL</b> area, your discount will be...
Less than 1%	20%	25%
1% to 19%	40%	50%
20% to 34%	50%	60%
35% to 49%	60%	70%
50% to 74%	80%	80%
75% to 100%	90%	90%

***Calculating a Shared Discount for the School District (Column 8 and Item 10c)***

**Item 10b, Column 8:** For each school receiving an appropriate share of shared services, multiply the discount rate for the school (Column 7) by the number of students in the school (Column 4). If you file online, the system will calculate this figure for you. The product is the school’s weighted discount. For “New School Construction” or for an “Administrative Entity,” leave this item blank.

**Item 10b, Column 4, last cell:** Add all of the students in all of the schools listed, and enter the total into the last cell at the bottom of Column 4. If you file online, the system will calculate this figure for you.

**Item 10b, Column 8, last cell:** Add together all of the products in Column 8, and enter the total into the last cell at the bottom of Column 8. If you file online, the system will calculate this figure for you.

**Item 10c -** Divide the total at the bottom of Column 8 by the total at the bottom of Column 4. Round the result to the nearest whole number percentage, and enter it into Item 10c. If you file online, the system will calculate this figure for you.

## **Worksheet B: Discount Calculation for those entities filing as Libraries**

If you checked the third box in Block 1, Item 5, you should use this worksheet

**Item 10a** - If you are filing this application as:

- a library consisting only of one outlet/branch, you need only complete one line of Item 10b, Columns 1-4. All of the services for which you are applying will be subject to the same site-specific discount you calculate here.
- a library and you are a library system with more than one outlet/branch, and you are requesting services that will go ONLY to individual outlets and will not be shared, complete Columns 1-4 of Item 10b for each outlet.
- a library and you are a library system with multiple outlets/branches, and ALL of the outlets/branches will share one or more services (whether or not those outlets/branches will also receive site-specific services), complete Columns 1-4 PLUS Item 10c.
- a library and you are a library system with some of the services you are requesting shared by some outlets/branches and not others (whether or not those outlets/branches will also receive site-specific services), complete a separate worksheet, Columns 1-4 PLUS Item 10c, for each different group of outlets/branches sharing a service. You will then label the worksheets B-1, B-2, B-3, etc.

**Item 10b** - You will use this worksheet as instructed in Item 10a to calculate the appropriate discount(s).

**Item 10b, Column 1:** For each library outlet/branch included in your application, list the outlet/branch by name on a separate row. For a new library under construction, label this item "New Library Construction" followed by the name of the library, in parentheses, if it is known at the time the Form 471 is submitted. If your library system office or other administrative building(s) is eligible for services, label this item "Administrative Entity" followed by the name, in parentheses, of the library system or other administrative building.

**Item 10b, Column 2:** List the Entity Number for each library outlet/branch. If you do not know the Entity Number for a particular library outlet/branch or administrative building, call the SLD Client Service Bureau at 1-888-203-8100.

### ***Identifying the Site-Specific Discount for Each Library Outlet***

**Item 10b, Column 3:** List the name of the public school district in which each library outlet/branch is located.

**Item 10b, Column 4:** The level of poverty for a library outlet/branch is based on the percentage of student enrollment that is eligible for a free or reduced price lunch under the National School Lunch Program or a federally approved alternative mechanism in the public school district in which the library is located. If you are using the percentage of students eligible for the National



School Lunch Program, you may generally obtain the necessary information by contacting your local school district.

To determine the discount to which the library is entitled under E-rate, you must perform a two-step procedure. First, calculate the percentage of the students eligible for the National School Lunch Program in the school district in which the library is located. Second, use the Discount Matrix (see above) to determine the discount to which the library is entitled under E-rate. This discount must be entered in Item 10b, Column 4.

**FIRST STEP:** To calculate the percentage of students eligible for the National School Lunch Program, take the **number of students eligible** for the National School Lunch Program (NSLP) **in the school district in which the library outlet/branch is located (listed in Column 3) and divide by the total number of students in that school district.** Use the number of students eligible for the National School Lunch Program (NSLP) **as** of the October 1<sup>st</sup> prior to the filing of this form or use the most current figure available. Discount calculations may be rounded up only when fully half a discount point is reached. For example, **a** library outlet/branch with a calculated NSLP percentage of 34.499% will round down to 34%, and a library outletbranch with a calculated NSLP percentage of 34.500% will round up to 35%. For calculated NSLP percentages of less than 1%, there is no rounding.

You may choose to use a federally approved alternative mechanism for the public school district in which the library is located to determine the level of poverty for purposes of the universal service discount program. Those using a federally approved alternative mechanism may use participation in other income-assistance programs, such **as** Medicaid, food stamps, Supplementary Security Income (SSI), federal public housing assistance (Section 8), or Low Income Home Energy Assistance Program (LIHEAP) to determine the number of students that would be eligible for the NSLP. *See* 34 C.F.R. § 200.28(a)(2)(i)(B). For more information, please refer to the “Alternative Discount Mechanisms Fact Sheet” posted on the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org).

**SECOND STEP: Using the percentage calculated for the school district and the Discount Matrix (see above), determine the discount to which the library is entitled under E-rate.** (NOTE: You must determine if the library outlet/branch is located in an urban or rural area based on the table posted in the “Rural/Urban Classification” information on the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org). Instructions accompanying the table will help you determine whether the library outletbranch is located in an urban or a rural area for purposes of the universal service support mechanism.) For example, a library outletbranch which is located in **an** urban area with a calculated NSLP eligibility of 34% is eligible for a 50% E-rate discount from the Discount Matrix, and a library outlet/branch which is located in an urban area with a calculated NSLP percentage of 35% is eligible for a 60% E-rate discount from the Discount Matrix. For calculated NSLP percentages of less than 1%, there is no rounding, and the E-rate discount from the Discount Matrix is 20% for urban and 25% for rural.